



**GYM**nastics  
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**CANADA**

# **Canadian Championships in Trampoline Gymnastics**

**REQUEST FOR PROPOSALS**

**2019**

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## Gymnastics Canada

### Vision

Be THE foundation sport in Canada. Consistently achieve international success.

### Mission

Build the foundation. Create champions. Inspire the nation.

### Values

- Collaboration
- Dedication
- Excellence
- Innovation
- Integrity

## Canadian Championships in Trampoline Gymnastics

The Canadian Championships in Trampoline Gymnastics (TG) is a five day event held in July. On average, this event hosts over 300 athletes, 60 coaches, and 24 judges.

This event highlights the three trampoline disciplines: trampoline (including synchronized trampoline), double-mini trampoline, and tumbling in all national level categories. The purpose of this event is to identify junior and senior athletes for the competition year and to rank athletes as part of the system to have access to Sport Canada Athlete Assistance Program and National Team status. .

## Request for Proposal Process and Timelines

This request for proposal (RFP) was developed by GCG with the purpose of facilitating the selection of host organizing committees for the 2019 Canadian Championships in Trampoline Gymnastics.

Canadian Championships in Trampoline Gymnastics	
<b>2019</b>	July 17 - 21

\*These dates are firm. They include one set-up day, one training day, three competition days and take-down after the end of competition.

All hosting requirements for the Canadian Championships in Trampoline Gymnastics can be found in GCG's Hosting Manual. The Hosting Manual can be found on the Gymnastics Canada website [HERE](#). Please note that an updated version will be available by fall 2017. In the case of discrepancies between this document and the 2017-2018 Hosting Manual, the information in this document supersedes the Hosting Manual.

### 1. Availability of RFP

GCG's 2019 Canadian Championships in Trampoline Gymnastics Request for Proposal will be released on June 23<sup>rd</sup>, 2017 to GCG's PTO members, and on June 30<sup>th</sup> to the public.

Cities, provincial/territorial gymnastics organizations (PTOs), and local gymnastics clubs may submit bids.

### 2. Submission of proposals

Interested hosts must submit their bid package no later than **October 13<sup>th</sup>, 2017**.

Proposal packages are to be submitted to Mariève Reid, Director – Events, either electronically at [mreid@gymcan.org](mailto:mreid@gymcan.org) or by mail at 1900 City Park Drive, Suite 120, Ottawa, Ontario, K1J 1A3. If a proposal is submitted in paper form, then four (4) copies must be submitted to the GCG office. Please note that faxed proposals will not be accepted.

### **List of documents to be included in proposals:**

1. Completed RFP Application Form
  - Including all attachments (i.e. organizational chart, venue layout, budget, etc.)
  - Note: Information found in the RFP Application Form may be presented in various ways. The application form is simply a guideline.
2. Letters of support from:
  - a. Host city;
  - b. Provincial or territorial gymnastics organization (if proposal is not from PTO);
  - c. Local club(s) who will be involved in hosting the event.
3. Draft budget
4. Any additional information pertinent to the bid.

### **3. Review of proposals**

All proposal application packages will be reviewed and evaluated by GCG staff using the attached evaluation grid (see *Appendix 1*). During the proposal review process, GCG reserves the right to request additional information concerning any aspect of the proposal.

During the bid evaluation process, GCG may determine that a site visit is necessary. Applicants must be prepared to provide a site visit for two (2) GCG staff if short-listed including:

- 2 economy class roundtrip tickets;
- Accommodations for the duration of the site visit;
- 3 meals per day or per diem equivalent;
- Local transportation.

### **4. Host selection finalized**

GCG will inform the applicants who have submitted a bid of its decision no later than November 24<sup>th</sup>, 2017.

The announcements of the 2019 Canadian Championships in Trampoline Gymnastics hosts will be made following the completion of the selection process.

## Request for Proposal Form

Event (year and title): \_\_\_\_\_

### LOCAL ORGANIZING COMMITTEE

Coordinates of Local Organizing Committee (LOC)	
Full Address	
Name of main contact person	
Phone number of main contact	
Email of main contact	
Name of secondary contact	
Email of secondary contact	

Position*	Name	Languages Spoken	Previous Hosting Experience
Chair			
Event Director			
Finance Manager			
Sponsorship Manager			
Marketing Manager			
Ticketing Manager			
Communication Manager			
Technical Manager			
Operations Manager			
Event Production Manager			

Volunteer Manager			
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\*This is based on the proposed organizational structure in the Hosting Manual. Alternate configurations accepted.

Please provide an organizational chart of the proposed local organizing committee (LOC).

## HOST CITY

### Host City Location:

City: \_\_\_\_\_

Province: \_\_\_\_\_

### Information about the Host City:

Each bid must describe the Host City.

- Geographical location
- Tourism attractions
- Community
- Culture
- Any additional information the city feels is pertinent to their proposal without exceeding five (5) pages.

### Letters of Support

Letters of support from the host city, the PTO (if hosted by club), and local clubs that will be involved in the event.

## FINANCE

Gymnastics Canada will provide the following services and equipment:

- Operate and manage event registrations (including collecting registration fees);
- Gymnastics equipment provided by GCG’s equipment partner Gymnova SA;
- Gymnastics equipment transportation to and from supplier’s warehouse and competition venue;
- Scoring System and lead scoring technician;
  - Additional equipment will be required from LOC.
- 3 review video cameras with memory card and tripods;
- Event website through GCG’s website event section;
- Support from the Director of Events, Events & Marketing Coordinator, TG Program Coordinator, TG High Performance Director and Director of Communications and Marketing;
- Travel costs and accommodations for all GCG staff;
- GCG signage as well as GCG partner and sponsor signage;
- Webcast for the duration of the event with head technicians;

- LOC will provide dedicated internet connection, space to set-up, extension cords where needed and color-commentators for Senior Finals.
- Creation of the competition schedule;

Gymnastics Canada will add a \$35 fee to every athlete, coach and support staff registration. This fee will be retained by GCG.

All other revenues and costs are the responsibility of the LOC. The profit or loss generated by the event will be the responsibility of the LOC.

Please include the projected budget for the event including:

- Projected revenues (may include but are not limited to):
  - Registration fees
  - Provincial and/or municipal grants
  - Cash and in-kind sponsorships
  - Ticket sales
  - Merchandise sales
- Projected expenses (may include but are not limited to):
  - Facility expenses (rental, cleaning, etc.)
  - Non-gymnastics equipment (tables, chairs, staging, draping, A/V, sound, etc.)
  - Transportation (LOC, judges)
  - Hospitality
  - Volunteers
  - Office, stationary
  - Sponsor servicing
  - Marketing and Communications
  - Event Production

## COMPETITION VENUE

The following minimum venue requirements must be met to host the Canadian Championships in Trampoline Gymnastics.

**Minimum size of competition/training venue:** 20,000 square feet (200 feet long x 100 feet wide), column free. These dimensions are only for the field of play and do not include seating and all ancillary spaces.

**Minimum ceiling height:** 32 feet or 10 metres (12 metres recommended) from the lowest hanging point.

**Lighting:** should be indirect with halogen or halide being the best; fluorescent is not great; 540 lux (or 50 foot-candle) is much too low; 100 foot-candle is good. A competition space without windows is preferable; if there are windows, they should not be on the west side and preferably covered.

**Preferable Temperature:** Appropriate ventilation system to keep temperature between 21° and 23° C.



**Minimum Seating:** 1200

**Ancillary facilities:**

- 1 LOC office;
- 1 judges’ meeting room for a minimum of 30 people;
- Storage room or storage area for GCG equipment;
- 1 media room or area where media may work;
- 1 volunteer room;
- VIP area;
- Protocol area;
- Hospitality areas for coaches, judges, volunteers and VIPs;
- At the end of the training day: a room for the technical meeting that can accommodate up to 75 people;
- Vendor space at spectator entrance;
- Additional meeting rooms may be required depending on schedule.

**Electrical Power:** Multiple power sources will be needed for the event. The amount of power connections, extensions cords and power bars will depend on the floor plan. Contracting a company to properly run power on the field of play is recommended.

At a minimum power will be required at each judges table, head table, GCG table, scoring, music/announcer and webcast table.

**Internet connection:** a dedicated internet line of at least 15Mbps is required to run the webcast and scoring systems.

**Parking:** 500+ (free if possible).

See Hosting Manual for further details.

Venue Contact Information	
<b>Name of Facility</b>	
<b>Full Address</b>	
<b>Phone Number</b>	
<b>E-mail</b>	
<b>Website</b>	

Venue Specifics	
<b>Competition and Training Area</b>	
Total Dimensions: Width: _____ Length: _____	
Ceiling height from lowest hanging point: _____	
Lighting type: _____	Seating capacity (seating space must not be counted in competition area): _____
<b>Venue Amenities</b>	
Number of meeting rooms and size: _____	Space available for vendors : _____
Number of parking spots: _____	Cost of parking: _____
Storage available: Yes/No	Concession: Yes/No
Internet available: _____	Loading docks: Yes/No At street level or truck level?
<b>Washroom and Change Area Information</b>	
Number of washrooms: _____	_____
Number of change rooms: _____	_____
<b>Additional Venue Features:</b>   	

Include a floor plan (blue print) of the facility. Please illustrate venue layout by labeling assigned areas.

## TRANSPORTATION

The LOC may choose to offer a Meal/Accommodation/Local Transportation package. At a minimum, local transportation for judges and GCG representatives must be provided.

Event Transportation	
<b>Transportation to Host City</b>	
Explain the available modes of transportations to get to the Host City (air, ground, etc.).  Please include the distance (km) of the main terminals to the venue/host hotels.	
<b>Local Transportation for Judges</b>	
Explain the transportation system provided by the LOC to and from the airport, host hotel and venue.	
<b>Delegates Transportation (if applicable)</b>	
If a meal, accommodations and local transportation package is offered. Please provide information on how delegates will be transported between airport-hotel-venue.	
Local Transportation	
Types of public transportation	
Any additional information concerning the local/city transportation systems:	

## MEALS

**Option #1:**

Clubs will be responsible for their own meals, however the LOC is responsible for providing meals for judges and GCG Staff, as well as some hospitality to coaches and volunteers. Provide information on proposed plan for meals/snacks.

Insert a list of restaurants at proximity to the hotel and/or competition venue that would be accessible to the clubs.

**Option #2:**

The LOC will offer a meals, accommodations, and local transportation package to delegates. In this case, please provide details on how delegates will be provided three meals a day. In this option, the LOC is also responsible for providing meals at the competition venue for judges and GCG Staff as well as some hospitality to coaches, and volunteers during competition.

## ACCOMMODATIONS

**Option #1:**

Provinces will be responsible for booking their own accommodations. The LOC must block enough rooms, at preferred rates, for the number of anticipated participants. A host hotel must be designated for judges. Please provide a list of anticipated host hotels.

**Option #2:**

The LOC will offer a meals, accommodations, and local transportation package. In this case, please provide details on the accommodations plan. If residences are used, the ratio of washroom to bed must not exceed 1:4.

## HOST ACCOMMODATIONS

**The LOC must block enough rooms, at preferred rates, for the number of anticipated participants.**

Host Accommodation 1	
Name of accommodation	
Rate (stars)	
Full address	
Phone number	

E-mail	
Website	
Distance from airport (km)	
Distance from venue (km)	

<b>Host Accommodation 2</b>	
Name of accommodation	
Rate (stars)	
Full address	
Phone number	
E-mail	
Website	
Distance from airport (km)	
Distance from venue (km)	

<b>Host Accommodation 3</b>	
Name of accommodation	
Rate (stars)	
Full address	
Phone number	
E-mail	
Website	
Distance from airport (km)	
Distance from venue (km)	

Please add additional accommodation information as required.

## VOLUNTEERS

Please include a brief volunteer recruitment plan.

## MEDICAL

Please provide a preliminary medical coverage plan.

## SPONSORSHIP

Any event sponsorship acquired cannot conflict with GCG’s sponsors. Current GCG sponsors are:

- Gymnova S.A.: Gymnastics equipment category;
- BMO: Credit Card;
- Jagwear: only one other leotard vendor permitted;
- Adidas

\*GCG reserves the right to make changes to this list at any time. Good communication between GCG and the LOC regarding sponsorship is key.

## MEDIA

Hosts will be responsible for generating local media (radio, television, newspapers) interest and coverage around the event. Please list available media outlets.

Medium <i>(Radio, TV, newspaper, etc.)</i>	Name

It is encouraged to include a draft communications and marketing plan.

## ADDITIONAL INFORMATION

Add any additional information you may deem necessary to your proposal.

## APPENDIX 1: BID EVALUATION GRID

Criteria	Weight	Definition	Evaluation
Organizing Committee	8	The applicant is presenting a strong organizing committee structure with a history of organizing successful gymnastics events.	
Host City	2	The city, as presented in the bid, offers a variety of social and cultural experiences accessible to the participants.	
Budget	5	The applicant prepared a realistic budget for the event while providing the best possible competition environment for participants.	
Competition Venue	10	The proposed venue will comfortably accommodate all competitive gymnastics and non-gymnastics equipment. The floor plan will allow competitors, medical, technical, and assigned media staff to circulate easily around the floor and will allow for large waiting areas (with stretching zones). The venue's infrastructure is in good condition.	
Ancillary facilities	8	The facility offers large dressing rooms for participants and, ideally, separate washrooms for participants, judges, and spectators. The facility offers, at proximity of the field of play, all of the ancillary spaces required. The facility is equipped with the necessary power and internet requirements. The venue is wheelchair accessible.	
Seating Capacity	4	The competition venue can seat a minimum of 1200 spectators.	
Transportation (to the city)	3	The host city has a major airport within one hour or less of the event site that offers a wide selection of flights at affordable prices. Train and bus routes are a bonus.	

Transportation (local)	3	<p>Shuttle plan for judges and GCG staff between the airport, venue and host hotel is presented.</p> <p><b><i>If a package is offered:</i></b> The shuttle plan is well structured and comprehensive.</p> <p>Travel time between the host accommodations and the venue is less than 30 minutes.</p>	
Meals & Hospitality	4	<p>Comprehensive plan to provide meals for judges and GCG staff as well as some hospitality for coaches and volunteers.</p> <p>There are a number of quality restaurants at proximity to the hotel and/or competition venue for participants.</p> <p><b><i>If a package is offered:</i></b> Delegate meals will be served at proximity to accommodations and the competition venue at flexible hours. The menu will offer a variety of options to accommodate dietary needs.</p>	
Accommodations	5	<p>The LOC offers enough hotels to accommodate the number of anticipated participants at preferred rates.</p> <p><b><i>If a package is offered:</i></b> All participants will be accommodated within the same facility or at close proximity to each other. The LOC can offer one bed per participant. If residences are used, the ratio of washrooms to participant is 1:4. A hotel style option is available for judges and GCG staff.</p> <p>Host accommodations are less than 30 minutes from the venue. Preferably in walking distance.</p>	
Volunteer / Community Support	5	<p>Included in the bid are letters from local clubs and a government official that will provide support to the event.</p> <p>The proposed host community has a history of supporting gymnastics events at all levels. (Financially, volunteer support, promotional initiatives, etc.)</p>	



		A preliminary volunteer recruitment plan was presented.	
Medical Services	5	The medical team is experienced and coverage will be according to the GCG medical protocol.	
Media / TV Coverage	3	The host city is an important media market with an interest for amateur sport. There is a wide range of accessible media that can be used for advertising and promotion of the sport of gymnastics and of the event.	

**Point Total: /65**